



DEPARTMENT OF THE NAVY

PEARL HARBOR NAVAL SHIPYARD
AND INTERMEDIATE MAINTENANCE FACILITY
667 SAFEGUARD ST. SUITE 100
PEARL HARBOR HAWAII 96860-5033

IN REPLY REFER TO:

12300
Ser N01CP2A/M173
16 January, 2001

Dear Applicant,

Thank you for your interest in applying for the apprentice program at Pearl Harbor Naval Shipyard & Intermediate Maintenance Facility (PHNSY & IMF).

PHNSY & IMF is the Navy's Regional Maintenance Center for the maintenance and repair of naval ships in the Hawaii region and the largest repair facility between the West Coast and the Far East. It employs more than 4,000 civilian employees and military personnel and is the largest industrial employer in the State. Enclosure (1) through (6) contains a Student Career Experience Program (SCEP) application and other required forms and information about the positions and benefits at PHNSY & IMF. Enclosures (1) and (2) must be completed and returned to receive first consideration to the PHNSY & IMF, 667 Safeguard Street Suite 100, Attn. Suzette Koyanagi, HRO, Code N01CP.2A (SK), Pearl Harbor Hawaii, 96860-5033 no later than 13 April 2001.

Once your application is received, a determination will be made if you are qualified for the apprentice position. If you are qualified, you will be required to take an Asset Placement Test. You will be notified of the date, time and where to report to take this test. The tentative scheduled dates for the Test is 14 May 2001 - 28 May 2001 at Honolulu Community College. If you pass the Asset test, you may be called for a job interview. If selected, you will be required to obtain a security clearance and pass a physical exam.

We look forward to receiving your application.

Sincerely,

CONNIE E. HOLLADAY
Head, Personnel Services Branch
Human Resources Office

Enclosure:

- (1) SCEP Application Form
- (2) Declaration for Federal Employment, (OF 306)
- (3) SCEP Job Announcement
- (4) Benefit Sheet
- (5) Information on the Shipyard & IMF
- (6) Apprentice Program Pamphlet